# **Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388



## Meeting Attendance August 9, 2011

## Members Present

John Miller, Chairman Sharon Tinkler
Jim Apple Karla Smith
Sam Crimm Steve Worsham

## Other Officials Present

$\boxtimes$	Jon Glass, Airport Manager
X	Alderman Greg Sandlin
$\boxtimes$	Wayne Thomas, Tullahoma News

#### Visitors

Mike Rutherford (Air Show), Wade McNabb (Beechcraft Convention), Dick Tonan (Remote Control Club), Joey Kemp and Bill Stuart (Hangar Request).

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

## Meeting Minutes August 9, 2011

1. Meeting called to order at 5:00 pm. Chairman Miller asked for a moment of silence for Board member Rod Pozo that passed away on August 6, 2011. Visitation and funeral will be held at 10:00 am on August 10, 2011 at St. Pauls.

- 2. Minutes for the July 12, 21, 26 and July 12, 2011 Work Session were approved as written.
- 3. Public Comments No comments.
  - **4. Treasurer's Report** Karla Smith presented the Treasurer's report. She reported that financial statements were not ready in time for the meeting. **A motion was made and approved** to sign up for a TAA credit card with a limit of \$1,500.00. Jon Glass will follow TAA purchasing policies with the credit card. The City Finance Department will also issue a Fuel Man card for non-aviation fuel purchases. **A motion was made and approved** to accept the Fuel Man card.
- 5. Jon Glass presented his Airport Manager Report:

#### **CURRENT PROJECTS**

**Terminal Building** - Tree Board presented an award to the Airport Authority on 8/5/11 for the new trees planted adjacent to the terminal building.

<u>36 Threshold Markings</u> - PDC has submitted a revised drawing for 24 and 36 thresholds and is waiting for Steve Upshaw's approval. With his approval estimates will be obtained from a Contractor and the project will be submitted to TAD as an emergency project request.

<u>Consultant 5 Year Agreement</u> - Our current 5 year Agreement with PDC/Hanson will expire September 2011. Jon Glass will run the necessary advertisements and have written proposals from Consultants ready for the September 13, 2011 TAA Board meeting. A work session will be held prior to the September Board meeting for proposals.

<u>Maintenance Contract Reimbursement</u> - Jon Glass submitted a maintenance contract reimbursement for \$9,000 on 6/22/11. Belinda Hampton with TAD advised it will arrive the week of 8/8/11.

<u>Momentum Foundation Ramp Expansion Project</u> - PDC will have site plans and construction cost estimates ready for the September 2011 TN Aeronautics Commission meeting.

**NW Airfield Utility Project** - Jody Baltz will have a meeting on this project at the Airport on Tuesday 8/16/11 at 1:30 pm.

**2011 Air Show** - Mike Rutherford will attend the meeting for an Air Show wrap up and request permission to hold the event at the Airport in 2012.

<u>Airfield Signage/Lighting Inventory</u> - PDC is scheduling the Electrical Engineer to return to the Airport and complete his work.

**Taxiway Drainage Repair** - The work authorization has been approved by Steve Upshaw. This project will be discussed at the 8/9/11 2:00 meeting.

<u>Wal-Mart Retaining Ponds</u> - The Geese population has increased over the past two months. Glass and Luckado use the bird bangers anytime they are near the Airport.

Employment Agreement - Jon Glass and Michael Luckado became City employees on 7/1/11.

The TAA Workers Comp and health insurance has been canceled for both employees.

**LPV Approaches** - No update.

Residential TTF Report & Title VI Compliance - The TTF questionnaire was returned to TAD and we will receive a letter from TDOT Title VI office that we are compliant with the program.

Ramp Repair - The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 8/5/11 we have received \$17,000 in refunds on previous projects.

**TAD Conference** - The TAD Airport Conference will be held August 18 and 19, 2011 at the Nashville Airport Marriott.

## FUEL SALES

The spreadsheet listing every fuel sale since 8/3/11 is attached for Board member review. Payment information has been updated. For the month of July 2011 we sold 12,797 gallons of fuel. From this amount 8,204 was jet fuel, 2,813.9 was AVGAS and 1,779.1 was for self-serve AVGAS. Note - I run a report on self serve fuel every two weeks. This month contains about five days in June and two days in August. Starting this month I will make sure the self serve reports are done during the current month. The Airport Authority retained Gunnar Roepke and Danni Hartberger for employees and hired Jimmy Chapman. Gunnar Roepke will be leaving for College on August 15. Advertisements for job openings at the Airport ran in the 8/5/11 edition of the Tullahoma News. North and South hangar renters have been added to the hangar lease spreadsheet. We have contacted all but two of the aircraft owners on the management change effective 8/1/11.

#### MAINTENANCE/NAVAID PROBLEMS

**SDF** - Out of service since June 28. Don Hall has inspected and is looking for spare parts.

NDB - Reset 3 times in the month of July 2011 due to storms.

**VOR** - No problems or outages for July 2011.

**AWOS** - One outage during the month of July for 2 hours. Problem corrected with a reset. Veeder Root Fuel System - Out of service since 8/3/11. Phillips Sales and Service has been notified and is replacing the wire underneath the ramp to AVGAS tank.

**RUNWAY AND TAXIWAY LIGHTS** - Lost about 30 runway lights and several transformers due to lightning strike adjacent to runway 6/24 on 8/2/11. Bakers Electric is working on the repairs. **REILS AND PAPI** - Will be updated Tuesday night.

#### HANGAR RENT/INSURANCE

**HANGAR RENT** - The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) with CPI increases. As of 8/3/11 \$35,071.71 has been collected for 2011.

OVERDUE RENT - As of 8/3/11 no one is more than a month behind.

**EXPIRED INSURANCE CERTIFICATE** - A letter was sent to hangar owners March 18 about the requirement to list both the City and TAA as additional insured according to the terms of the Lease agreement. As of 8/3/11 we have received 37 updated Insurance certificates. OTHER -

## AIRPORT TRAFFIC

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
July 2010	7,142.4	72	16
July 2009	9,004.7	127	87
July 2008	7,033.5	79	19
July 2007	6,896.9	87	21

AIRPORT MARKETING/PRESENTATIONS - No presentations for the month of July.

**SUGGESTION BOX** - No suggestions as of 8/5/11.

#### 6. Old Business:

- A. Air Show wrap up Mike Rutherford reported that the Air Show was a tremendous success with over 10,000 people attending. He advised that the Air Show/Fireworks would be held on Friday June 29, 2012 for next year. A motion was made and approved to hold the event at the Airport.
- B. **Mid-Ten contract close-out status** Chairman Miller reported that TAA Attorney Jeremy Bell offered Trev Echols a final settlement payment which Mr. Echols did not sign or accept.

#### 7. New Business:

- A. Beechcraft Convention Wade McNabb presented Board members with brochures for the Beechcraft Convention to be held October 12 16, 2011. He requested for Jon Glass to be the POC for the event and asked the Board to consider extended hours for the terminal building during the Convention. He anticipates about 7,000 gallons of fuel sold during the event and asked for notification of any planned fuel discounts for Convention attendees. A planning meeting will be held at the Museum two weeks prior to the Convention. Mr. McNabb requested that the threshold on runway 27 be displaced 700 feet as in years past for the Convention. He anticipates about 350 people attending the Convention.
- **B.** Remote control airplane club event Dick Tonan with the Middle Tennessee Remote Control Club briefed Board members on the event to be held September 30 and October 1, 2011. He provided insurance certificates for the event naming the Airport and City of Tullahoma as additional insured. He anticipates 60 to 100 remote control aircraft and 200 to 300 spectators for the event. The remote control club will provide fencing and staff for the event. The flight line for the event would be on the south end of the field adjacent to the Beechcraft Museum. A motion was made and approved to sponsor the event with Beechcraft Museum sponsorship and allowing access to the event from Museum property.
- **C.** Air Race update Sharon Tinkler provided an update on the Air Race scheduled for September 10, 2011. She reported that the race course was complete and the local EAA chapter would help coordinate the event. About 15 to 20 aircraft are planned for the event.
- **D. Runway 6/24 lighting** Chairman Miller reported that a corporate jet almost had to divert to another Airport recently while landing due to poor visibility conditions. PDC provided a

cost estimate to install ODAL lights to runway 6 for \$275,000 with 90/10 funding from TAD. A motion was made and approved to submit the project to TAD with Vision 100 funding.

- **E. Ramp Repair work** Chairman Miller reported that refunds of \$17,000 had been received from previous under budget projects. This money will be used toward the local share amount on the open 90/10 \$500,000 ramp repair project with TAD.
- **F. North Hangar proposals** Chairman Miller announced that proposals would be accepted for leasing options of the north hangar at the Airport.
- **G. Other New Business** Joey Kemp reported that Bill Stuart would like to purchase his hangar (S117). **A motion was made and approved** to enter into a new lease agreement with Bill Stuart. **A motion was made and approved** to submit the construction funding request for the NW ramp expansion project at the September 2011 Aeronautics Commission meeting.
- **8. Alderman Sandlin Comments** Alderman Sandlin thanked the Board for handling and resolving the Mid-Ten Aviation issue. He encouraged the Board to keep the fuel markup as low as possible. Steve Worsham thanked Alderman Sandlin for his service to the Board.
- 9. Meeting adjourned at 6:32 pm.

Minutes approved during the	meeting
Jon Glass TAA, Airport Manager	
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Submitted on 8/15/11	